



BOBBY JINDAL, Governor

MARY L. LIVERS, Ph.D., MSW, Deputy Secretary

# Office<sup>of</sup> Juvenile Justice

## Checklist for Furlough Requests

A checked box indicates "Yes, this has been completed or done".

- ☐ Reviewed to ensure that correct forms are used. (These forms may be printed from the policy database. See YS Policy No. C.4.1. All forms are attached at the end of the policy.)
- ☐ Completed C.4.1 (a) "Furlough Referral and Application Form" at the staffing to determine if the youth is eligible for a furlough. Answered every question.
- ☐ The time the furlough begins AND ends is entered on C.4.1 (a).
- ☐ Youth will be required to wear an EMP device.
- ☐ The youth's family has participated in three (3) or more family sessions. The last session occurred within the last 30 days.
- ☐ A home study that has been completed by CBS staff is attached to the referral packet submitted to Central Office.
- ☐ Attachment C.4.1 (b) "Custody Information Form" that has been completed by CBS staff is attached to the referral packet submitted to Central Office.
- ☐ The last two (2) progress reports are attached to the referral packet which is to be submitted to Central Office.
- ☐ The completed referral packet is being submitted to Central Office at least 21 days prior to the planned beginning date of the furlough.
- ☐ If the youth was over ridden from a "High" custody level to a "Moderate" custody level, a copy of the reclassification custody scale indicating the Facility Director's Approval must be forwarded to the Deputy Secretary of designee.

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 Facility Director's Signature

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 Date